

8 Jun 1974

MEMORANDUM FOR: Deputy Director of Personnel

SUBJECT : Handling of DCI Correspondence Referred
to D/Personnel for Direct Response

REFERENCE : ER 74-1902

Ben:

Per our conversation this morning, here are some alternate leads other than "The Director has asked me to reply...":

- a) Thank you for your letter to the Director dated _____;
- b) Your letter to the Director, dated _____, has been referred to me for response;
- c) This is in response to your letter to the Director; or
- d) In response to your letter of _____.

There may be others, but if we are to keep correspondence off the DCI's desk and at the same time not imply that we are voting his personal stock, anyone of the above may suffice.



B. C. Evans
Executive Secretary

STAT